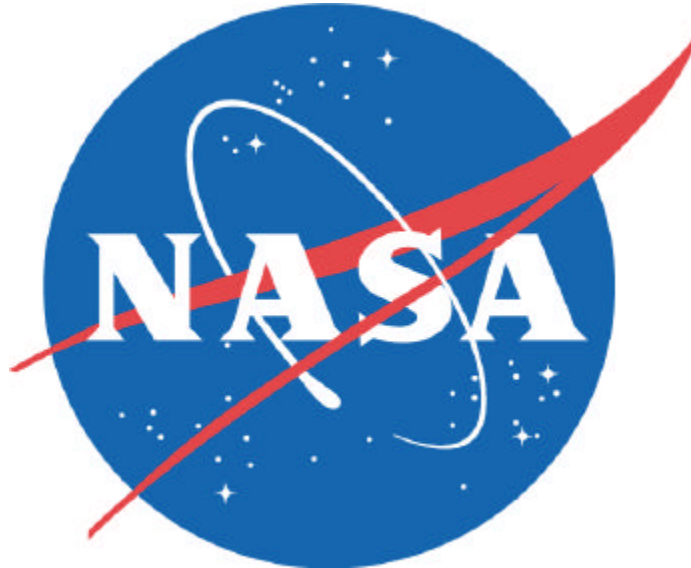Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

Office of External Relations

Office Work Instruction

Formulation and Approval Process for
International Space Act Agreements (SAA)

Approved by: _____

John D. Schumacher
Associate Administrator for
External Relations

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Doc- ument Revision	Effective Date	Description
Baseline		01/11/00	

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

1.   Purpose

1.1   The purpose of this procedure is to provide guidance for the process to be followed by the Office of External Relations (Code I) for the formulation and approval of international Space Act Agreements (SAA).

2.   Scope and Applicability

2.1   This instruction encompasses all proposed cooperative and reimbursable international activities that require an international Space Act Agreement to be in effect in order for the international collaborative activity to be undertaken.

2.2   This instruction applies to Code I.

3.   Definitions

3.1   A   NASA Administrator.

3.2   AA   Associate Administrator.

3.3   Black Books   A textual storage and reference library system.

3.4   C-175   Circular-175. Department of State (DOS)-led process under which proposed international agreements are distributed for U.S. interagency review and clearance. The C-175 package, prepared by Code I and forwarded to DOS, consists of a transmittal memo and a copy of the draft Memorandum of Understanding (MOU), or other significant implementing agreement, or an amendment to an existing MOU, or other significant implementing agreement.

3.5   CU   Correspondence Unit. CU is the correspondence control office responsible for reviewing the Administrator's correspondence.

3.6   DAA   Deputy Associate Administrator.

3.7   DD   Division Director.

3.8   DOS   U.S. Department of State.

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Subject: Formulation and Approval of International Space Act Agreements

3.9	IADS	International Agreement Data System. A Code I electronic information storage and reference system.
3.10	IPS	International Programs Specialist . The IPS's are the primary action officers in this process.
3.11	LOA	Letter of Agreement.
3.12	MOU	Memorandum of Understanding.
3.13	NHQ	NASA Headquarters.
3.14	NHQ 117	NASA Headquarters Action Document Summary form.
3.15	NPD	NASA Policy Directive
3.16	NPG	NASA Procedures and Guidelines
3.17	SAA	Space Act Agreement. See NPD 1050.1 and NPG 1050.1.
3.18	SAA-L	Space Act Agreement - Letter of Agreement (LOA).
3.19	SAA-M	Space Act Agreement - Memorandum of Understanding (MOU), MOU Amendment, or other type of significant international agreement.

4.   References

4.1   NPD 1050.1, NASA Policy Directive on Authority to Enter Into Space Act Agreements.

4.2   NPG 1050.1, Space Act Agreements Manual.

4.3.1   NPD 1360.2, Initiation and Development of International Cooperation in Space and Aeronautics Programs.

4.4   NPD 7120.4A, Program/Project Management.

4.4.1   NPG 7120.5A, NASA Program and Project Management Processes and Requirements.

4.5   Case-Zablocki Act, 1 U.S.C. 112b, and its implementing regulations, 22 CFR Part 181.

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Subject: Formulation and Approval of International Space Act Agreements

4.6   DOS Foreign Affairs Manual 11 FAM Chapter 700.

4.7   Harmonized Tariff Schedule.

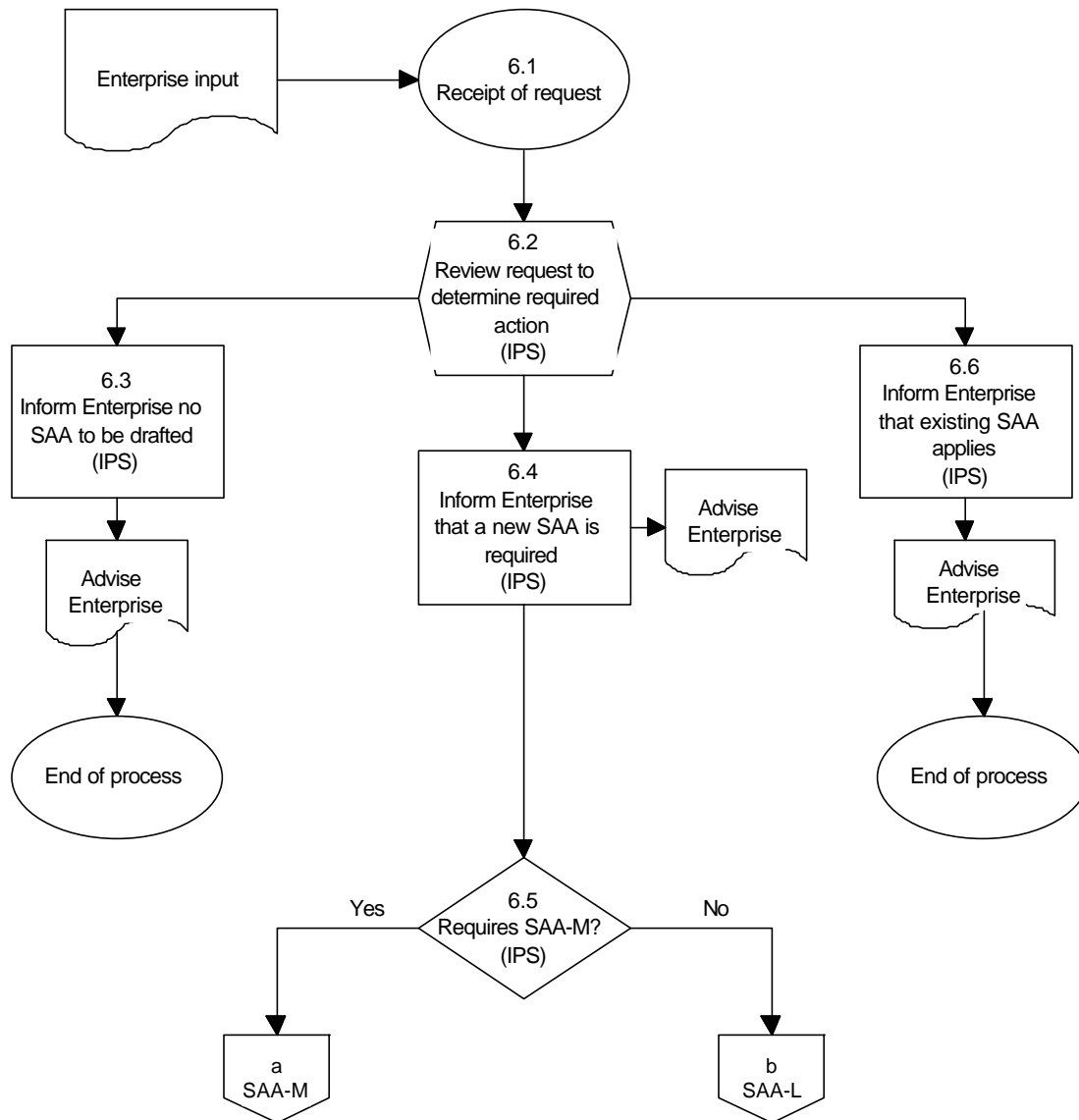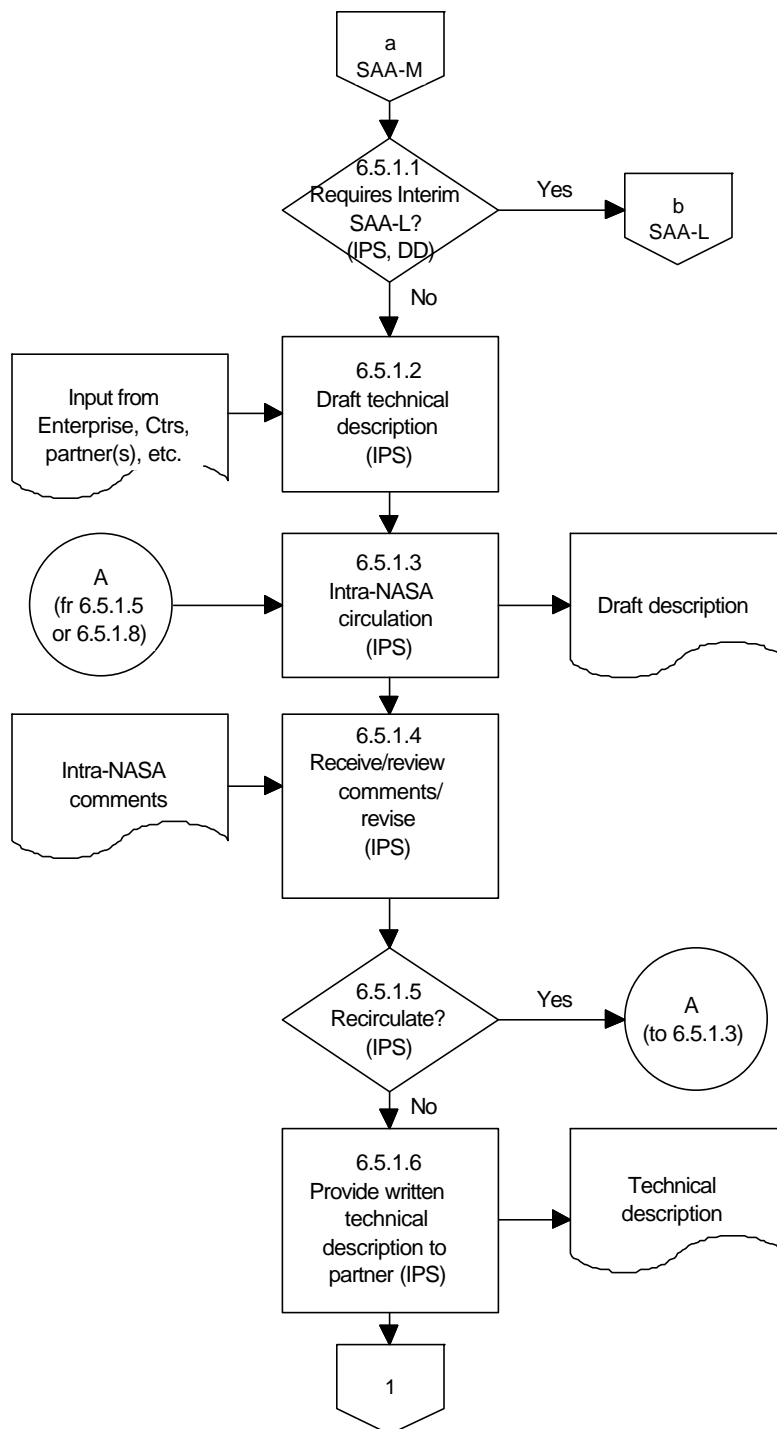Responsible Office: Code IS/Space Science and Aeronautics Division
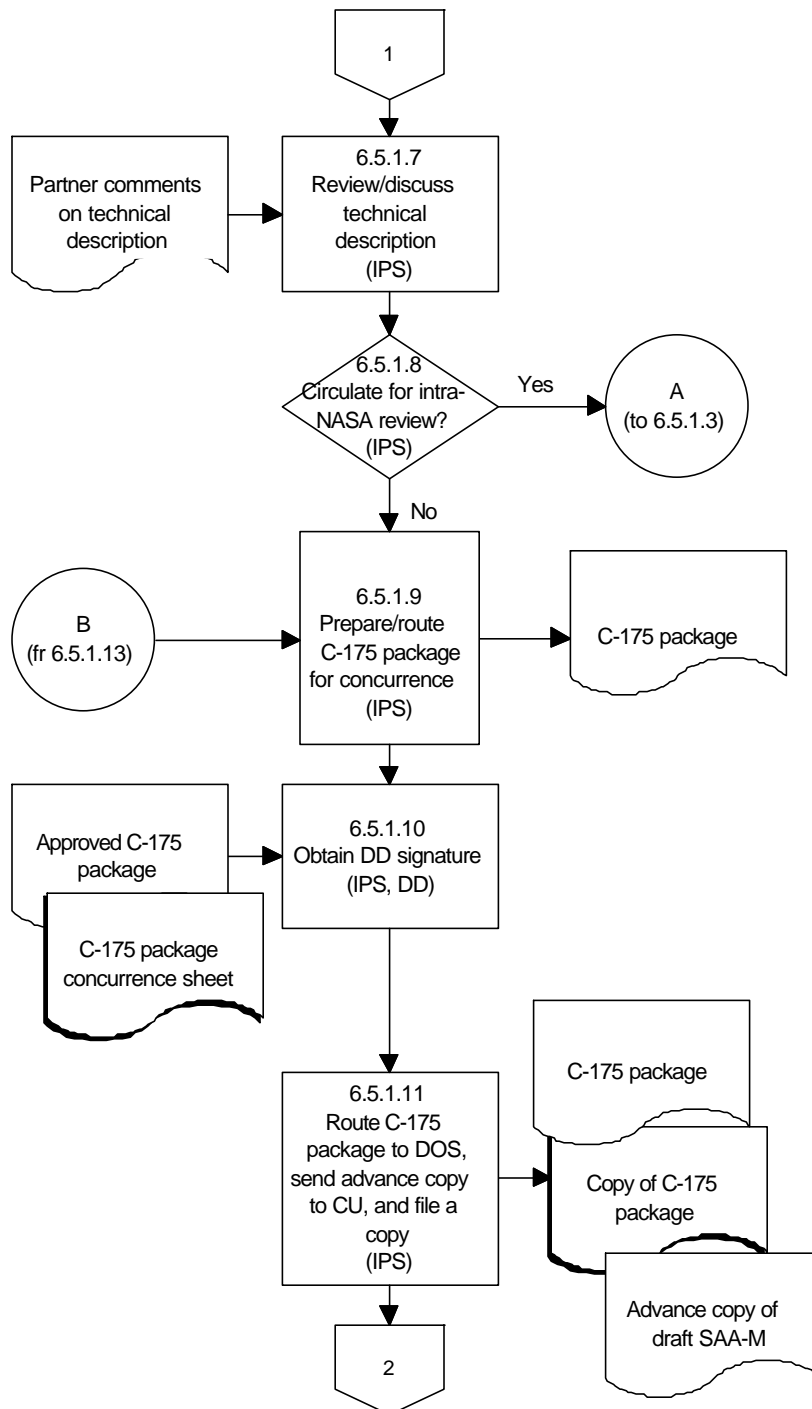Subject: Formulation and Approval of International Space Act Agreements

5.   Flowchart

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

```
                              ┌─────────┐
                              │    a    │
                              │  SAA-M  │
                              └────┬────┘
                                   │
                                   ▼
                              ╱─────────╲
                             ╱  6.5.1.1   ╲
                            ╱ Requires Interim╲    Yes     ┌─────────┐
                            ╲   SAA-L?        ╱──────────▶ │    b    │
                             ╲  (IPS, DD)    ╱             │  SAA-L  │
                              ╲─────────────╱              └─────────┘
                                   │ No
                                   ▼
  ┌──────────────┐           ┌──────────────┐
  │ Input from   │           │   6.5.1.2    │
  │ Enterprise,  │──────────▶│ Draft technical│
  │ Ctrs,        │           │ description  │
  │ partner(s),  │           │   (IPS)      │
  │ etc.         │           └──────┬───────┘
  └──────────────┘                  │
                                    ▼
     ╱──────╲              ┌──────────────┐
    ╱   A    ╲             │   6.5.1.3    │           ┌──────────────┐
   │ (fr 6.5.1.5│─────────▶│  Intra-NASA  │──────────▶│    Draft     │
   │ or 6.5.1.8)│          │ circulation  │           │ description  │
    ╲        ╱             │   (IPS)      │           └──────────────┘
     ╲──────╱              └──────┬───────┘
                                  │
                                  ▼
  ┌──────────────┐         ┌──────────────┐
  │ Intra-NASA   │         │   6.5.1.4    │
  │ comments     │────────▶│ Receive/review│
  │              │         │  comments/   │
  └──────────────┘         │  revise      │
                           │   (IPS)      │
                           └──────┬───────┘
                                  │
                                  ▼
                             ╱─────────╲
                            ╱  6.5.1.5   ╲    Yes      ╱──────╲
                            ╲ Recirculate?╱──────────▶│   A    │
                             ╲  (IPS)    ╱            │(to 6.5.1.3)│
                              ╲─────────╱              ╲──────╱
                                  │ No
                                  ▼
                           ┌──────────────┐
                           │   6.5.1.6    │           ┌──────────────┐
                           │ Provide written│─────────▶│  Technical   │
                           │ technical    │           │ description  │
                           │ description to│          └──────────────┘
                           │ partner (IPS)│
                           └──────┬───────┘
                                  │
                                  ▼
                              ┌─────────┐
                              │    1    │
                              └─────────┘
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Responsible Office: Code IS/Space Science and Aeronautics Division
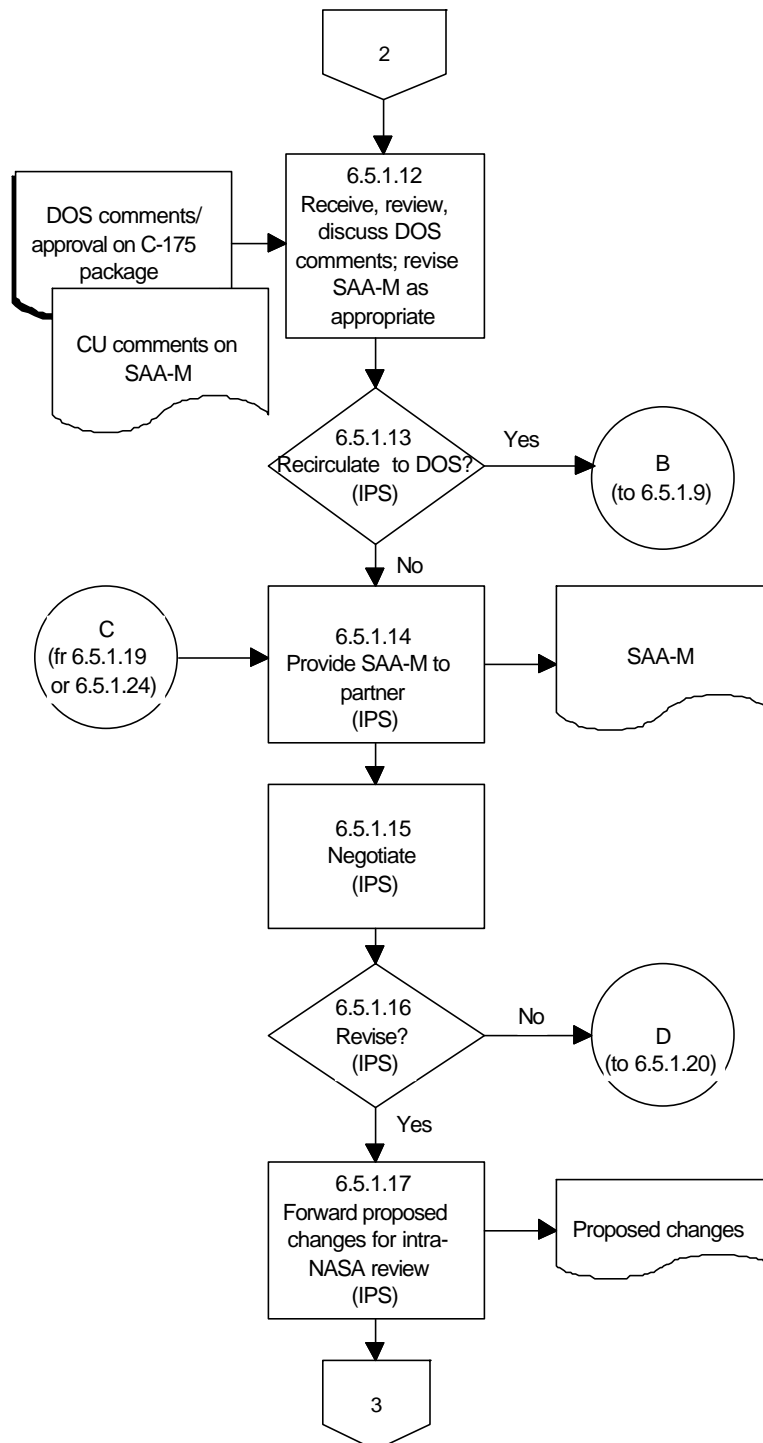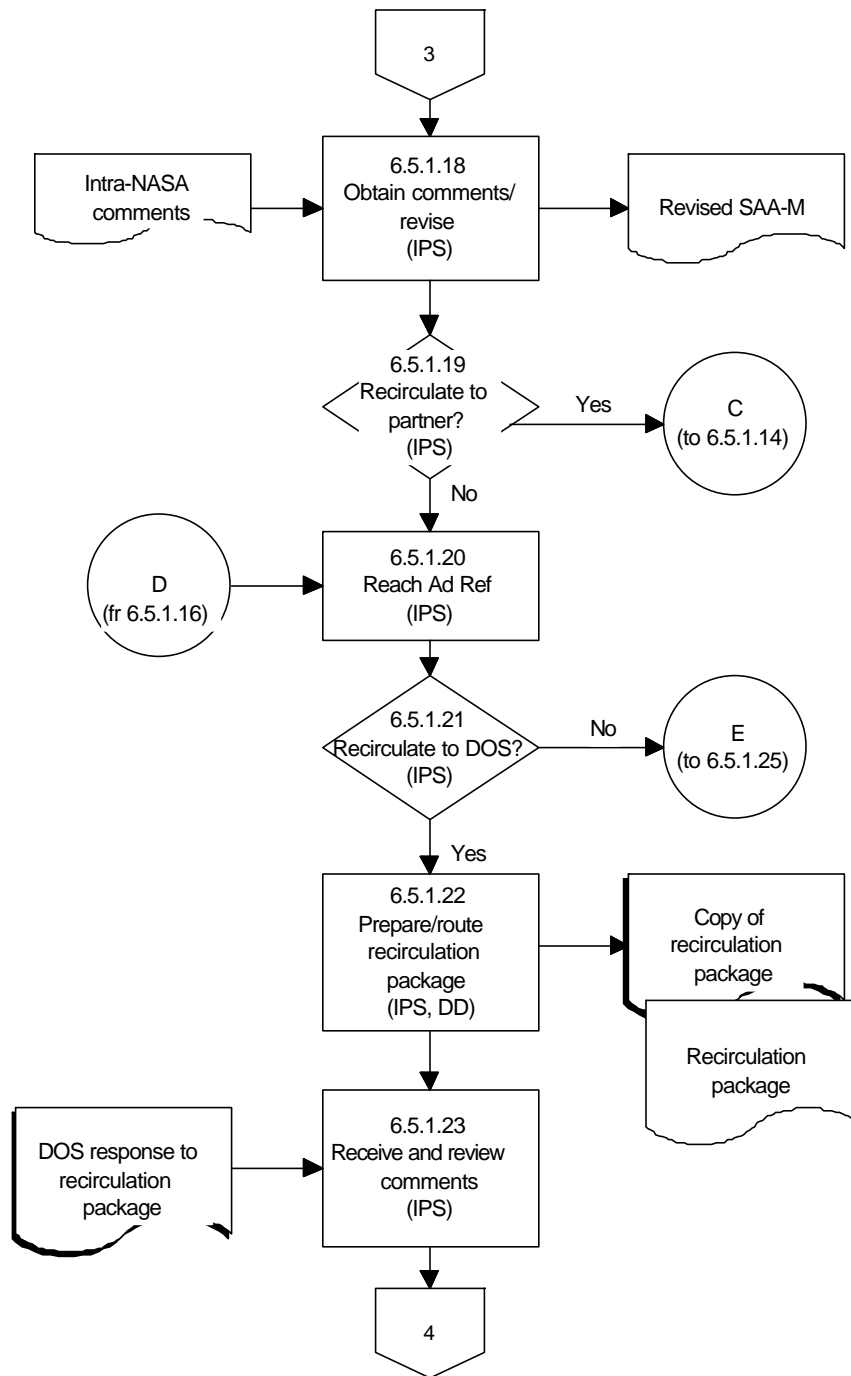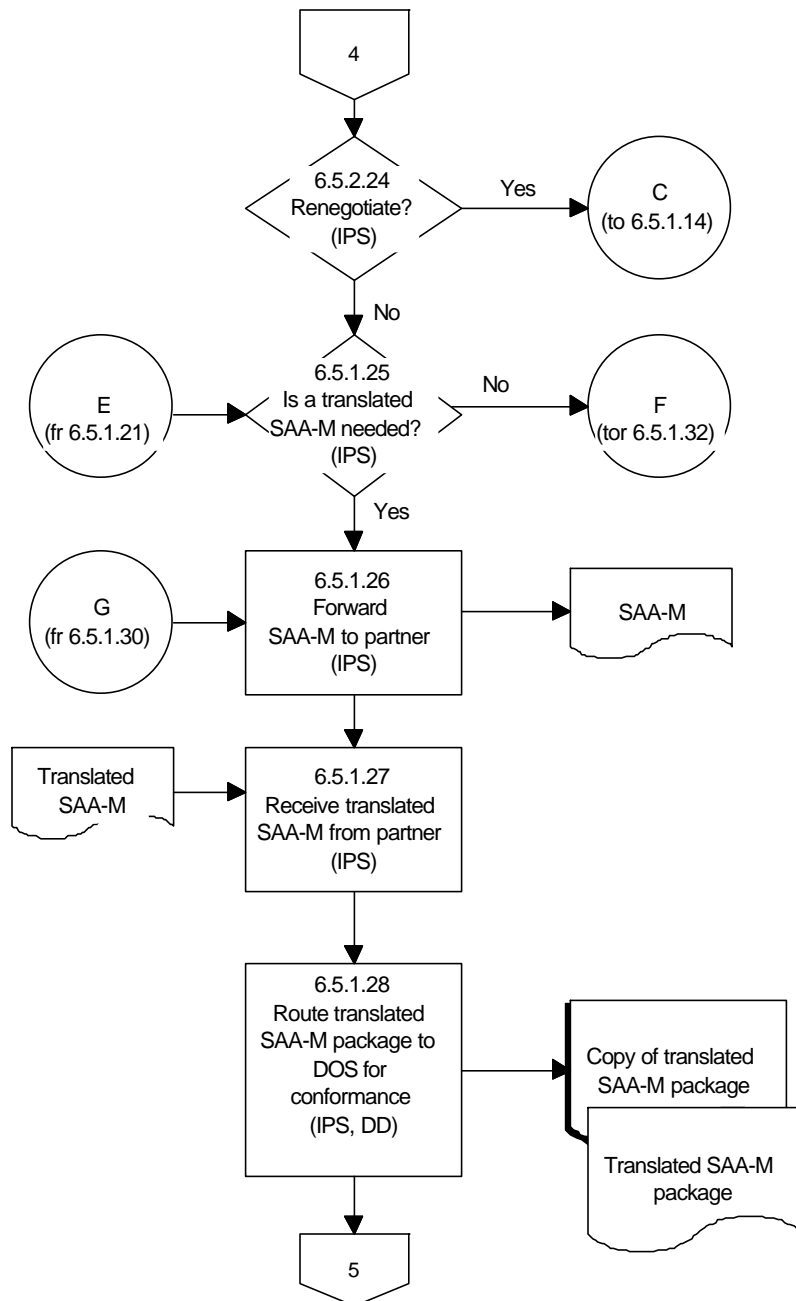Subject: Formulation and Approval of International Space Act Agreements

1

Partner comments on technical description

6.5.1.7
Review/discuss technical description
(IPS)

6.5.1.8
Circulate for intra-NASA review?
(IPS)

Yes

A
(to 6.5.1.3)

No

B
(fr 6.5.1.13)

6.5.1.9
Prepare/route C-175 package for concurrence
(IPS)

C-175 package

Approved C-175 package

C-175 package concurrence sheet

6.5.1.10
Obtain DD signature
(IPS, DD)

6.5.1.11
Route C-175 package to DOS, send advance copy to CU, and file a copy
(IPS)

C-175 package

Copy of C-175 package

Advance copy of draft SAA-M

2

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

```
                              ┌──────┐
                              │  2   │
                              └──────┘
                                 │
                                 ▼
┌─────────────────┐      ┌───────────────────┐
│ DOS comments/   │      │ 6.5.1.12          │
│ approval on C-175├─────▶│ Receive, review,  │
│ package         │      │ discuss DOS       │
└─────────────────┘      │ comments; revise  │
┌─────────────────┐      │ SAA-M as          │
│ CU comments on  │      │ appropriate       │
│ SAA-M           │      └───────────────────┘
└─────────────────┘                │
                                   ▼
                          ◇ 6.5.1.13 ◇    Yes      ◯ B
                          Recirculate to DOS? ─────▶ (to 6.5.1.9)
                             (IPS)
                                   │ No
                                   ▼
   ◯ C                    ┌───────────────────┐      ┌──────────────┐
   (fr 6.5.1.19 ─────────▶│ 6.5.1.14          ├─────▶│ SAA-M        │
   or 6.5.1.24)           │ Provide SAA-M to  │      └──────────────┘
                          │ partner           │
                          │ (IPS)             │
                          └───────────────────┘
                                   │
                                   ▼
                          ┌───────────────────┐
                          │ 6.5.1.15          │
                          │ Negotiate         │
                          │ (IPS)             │
                          └───────────────────┘
                                   │
                                   ▼
                          ◇ 6.5.1.16 ◇    No       ◯ D
                          Revise?  ─────────────────▶ (to 6.5.1.20)
                          (IPS)
                                   │ Yes
                                   ▼
                          ┌───────────────────┐      ┌──────────────┐
                          │ 6.5.1.17          ├─────▶│ Proposed     │
                          │ Forward proposed  │      │ changes      │
                          │ changes for intra-│      └──────────────┘
                          │ NASA review       │
                          │ (IPS)             │
                          └───────────────────┘
                                   │
                                   ▼
                              ┌──────┐
                              │  3   │
                              └──────┘
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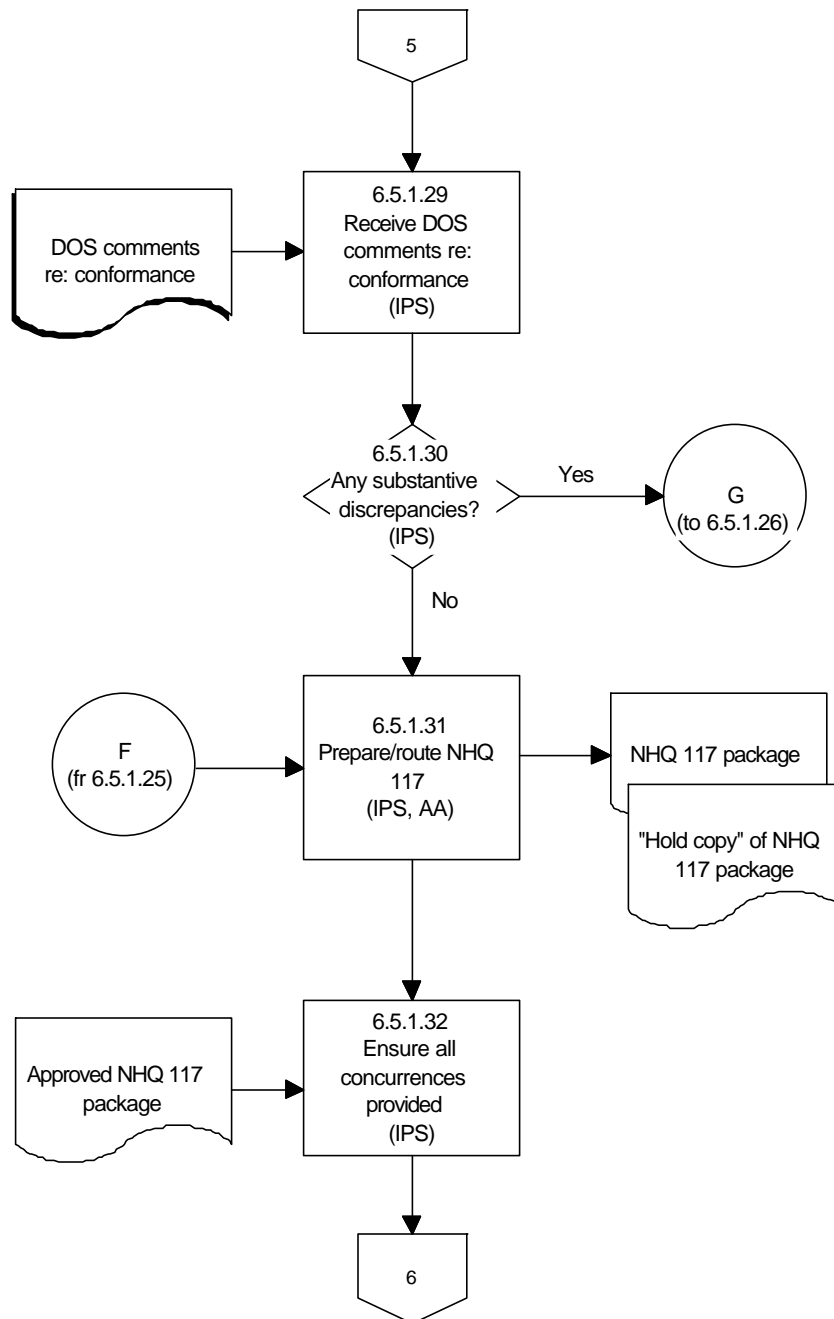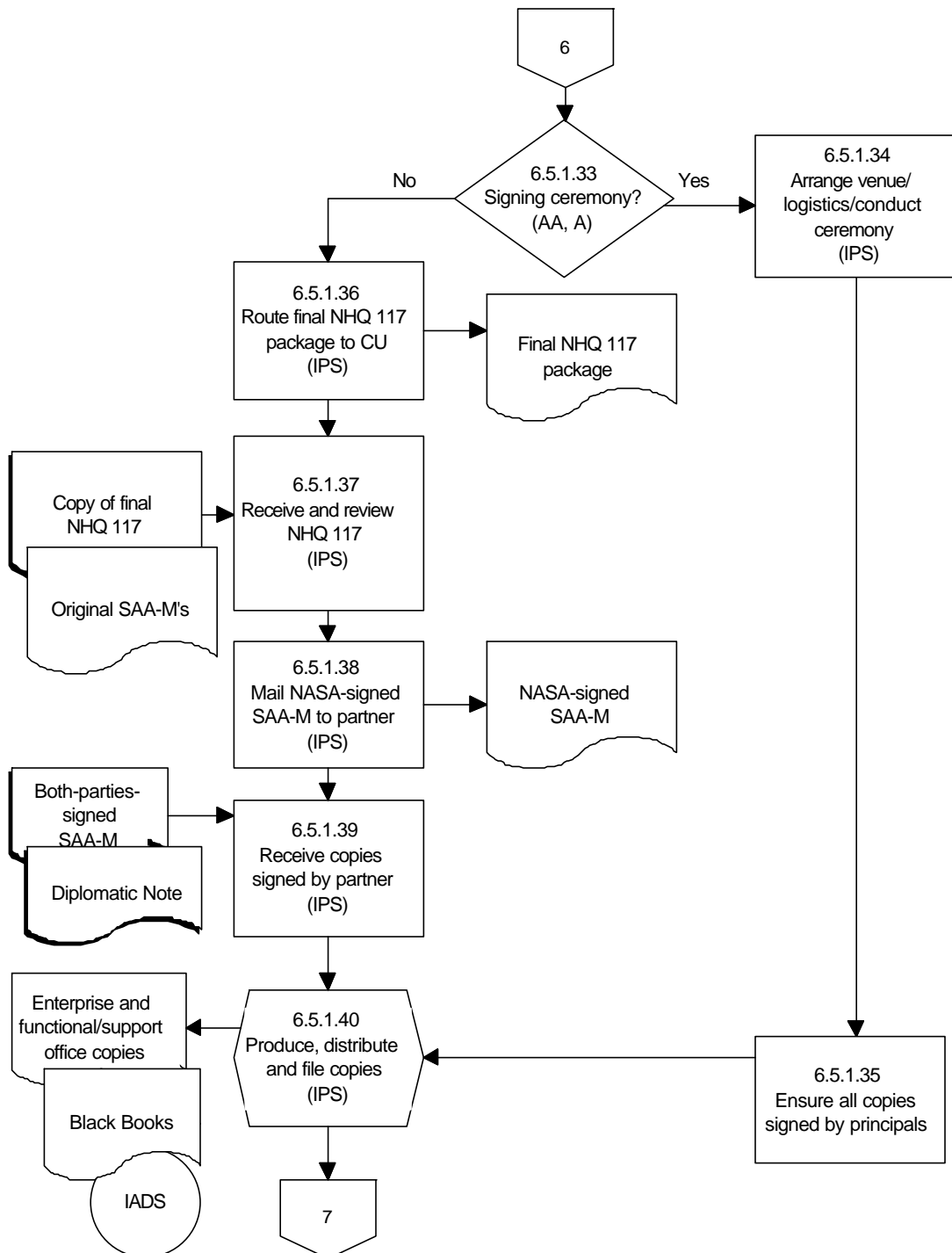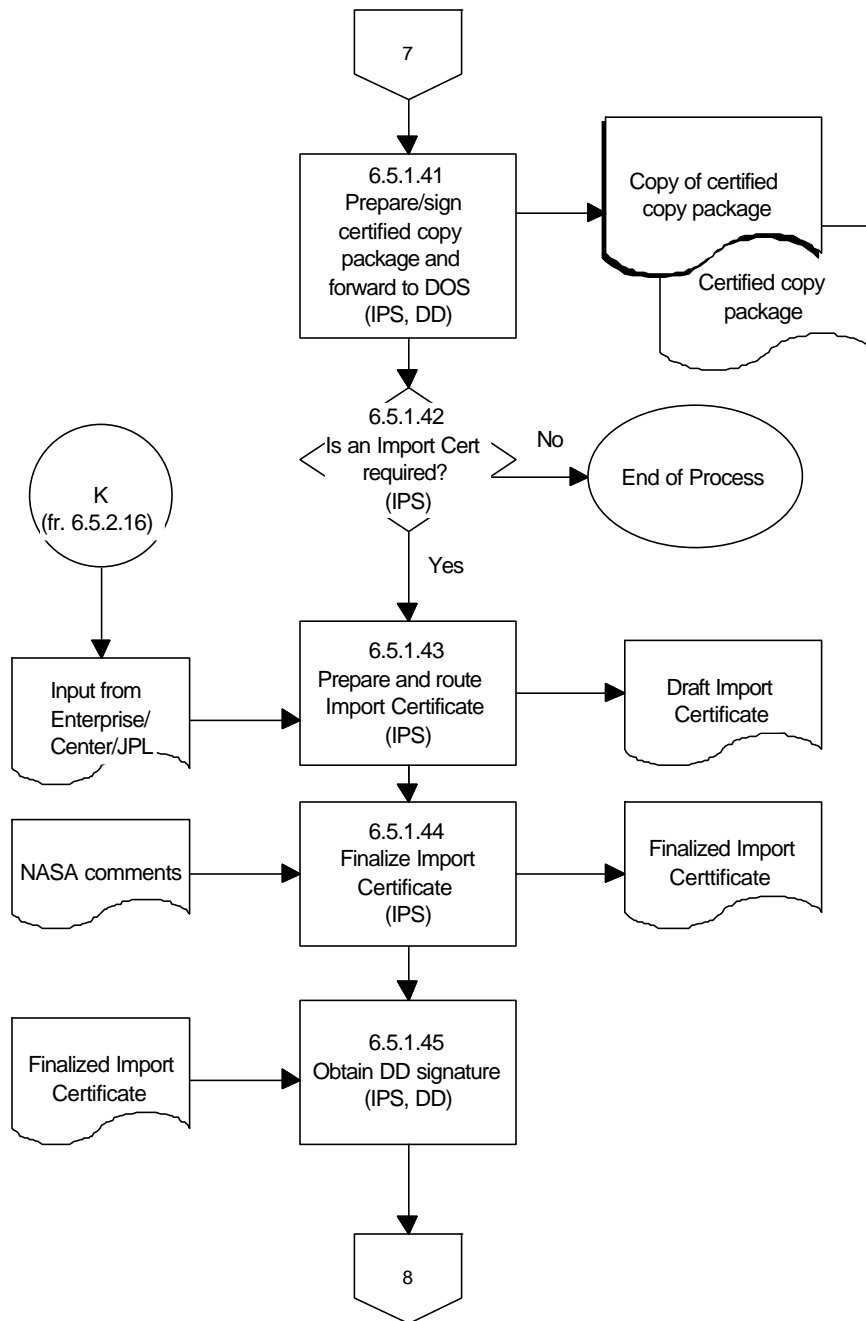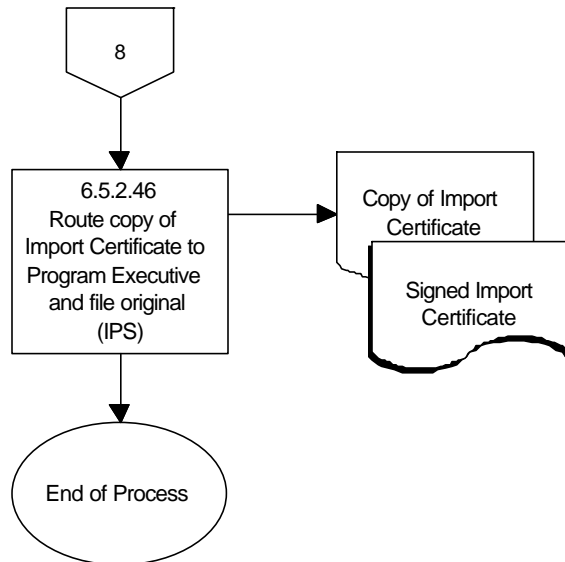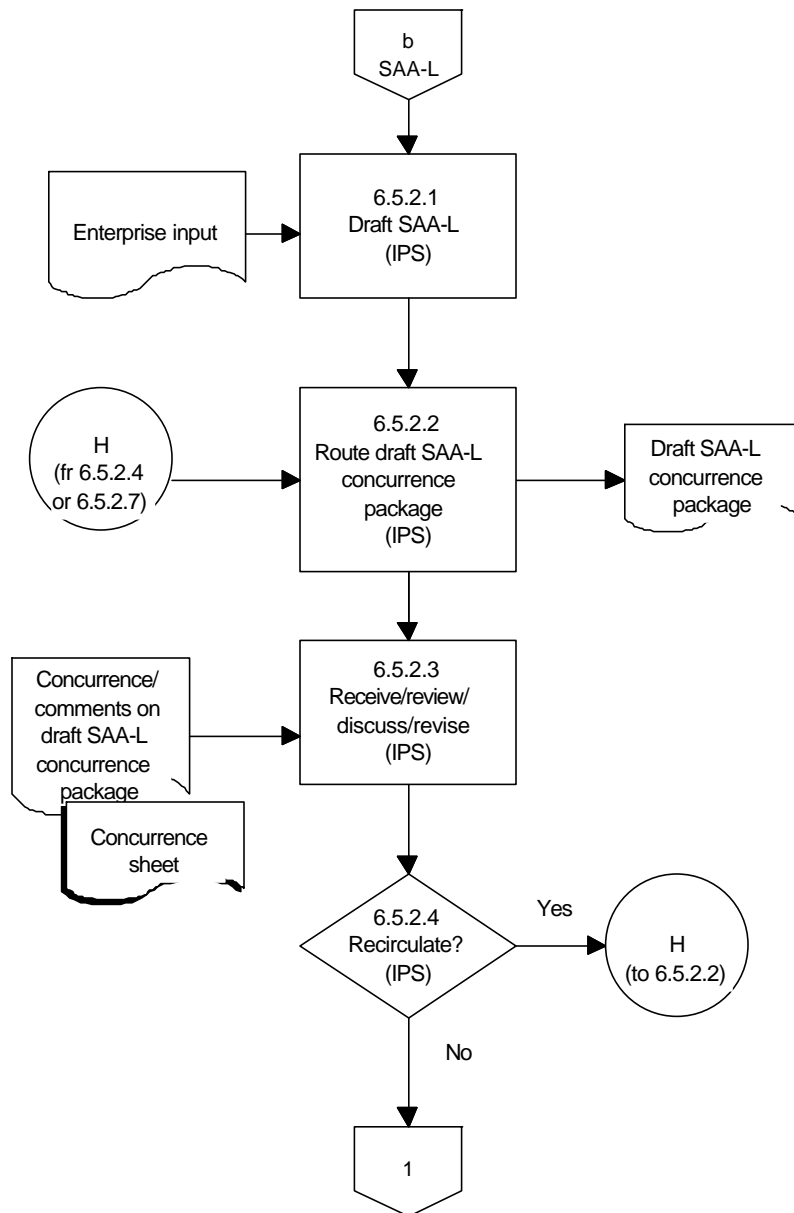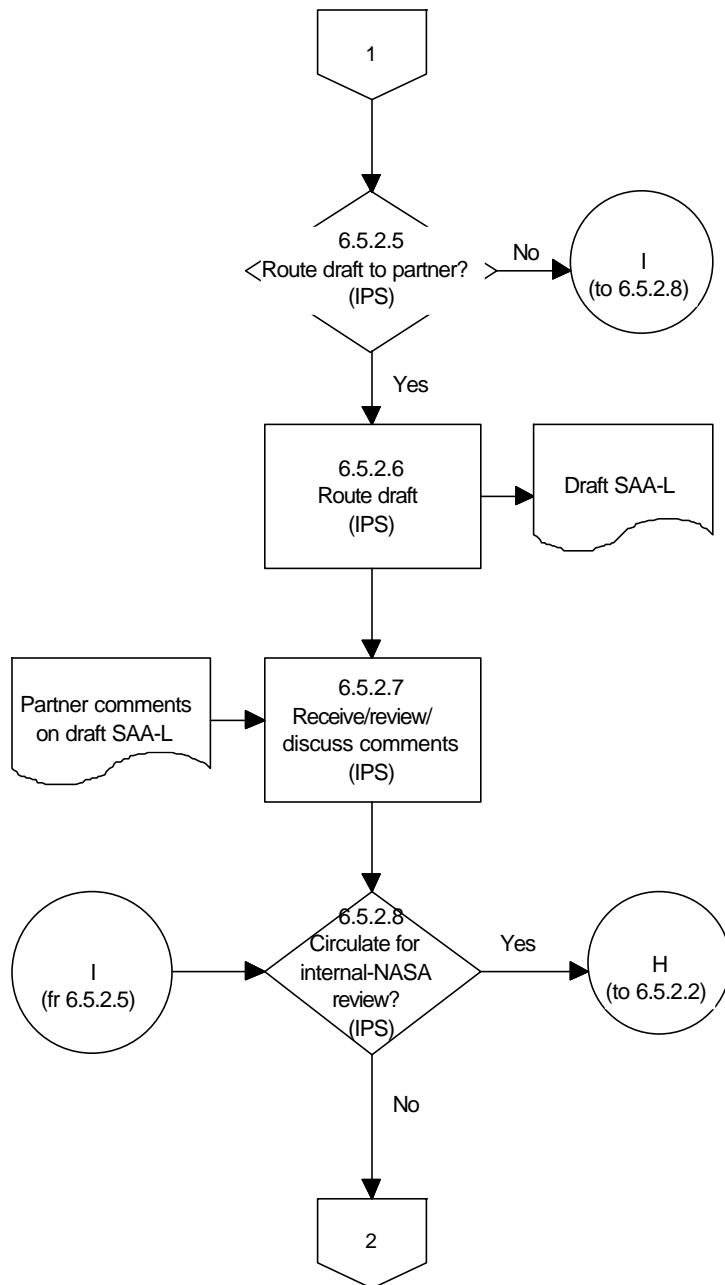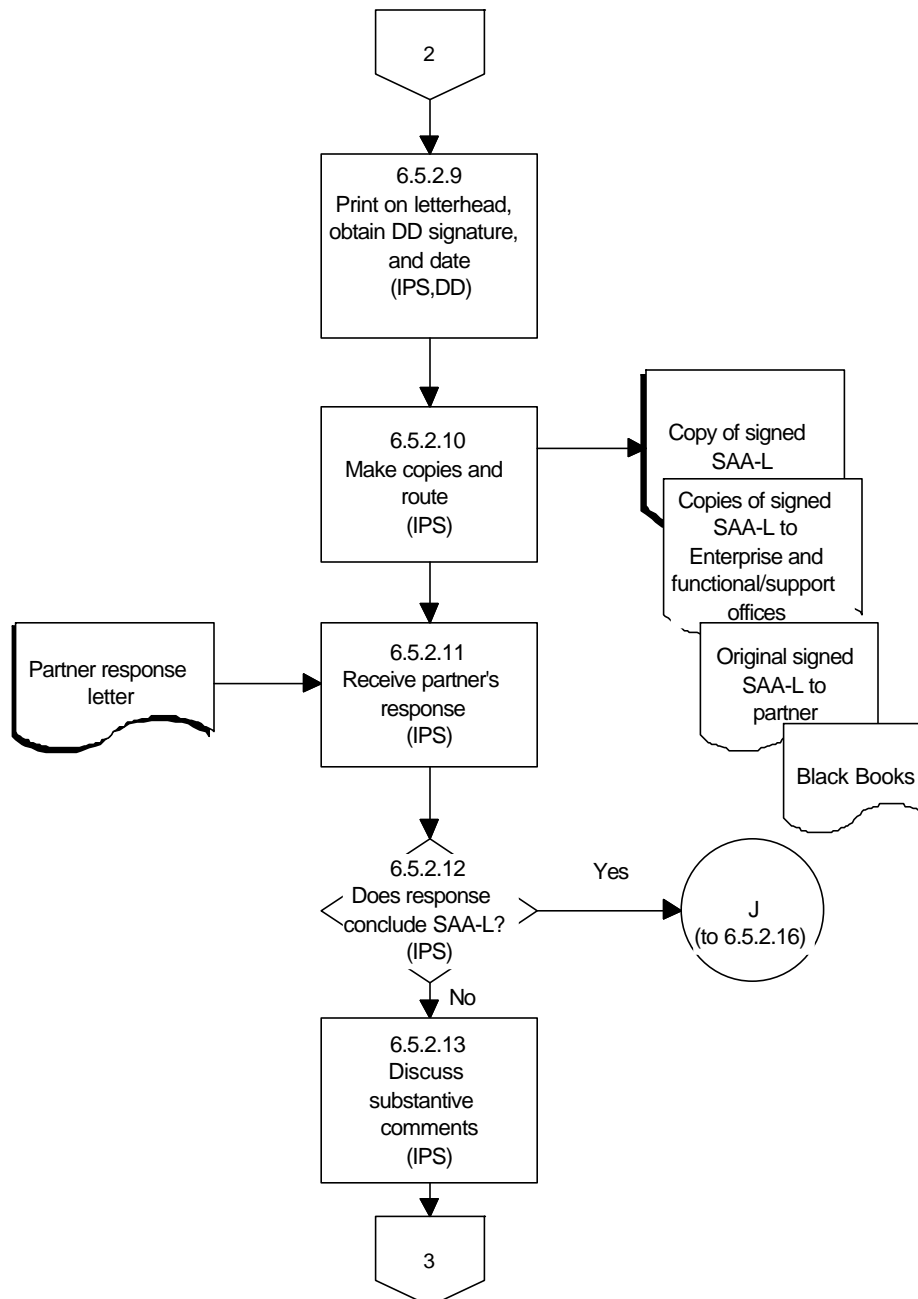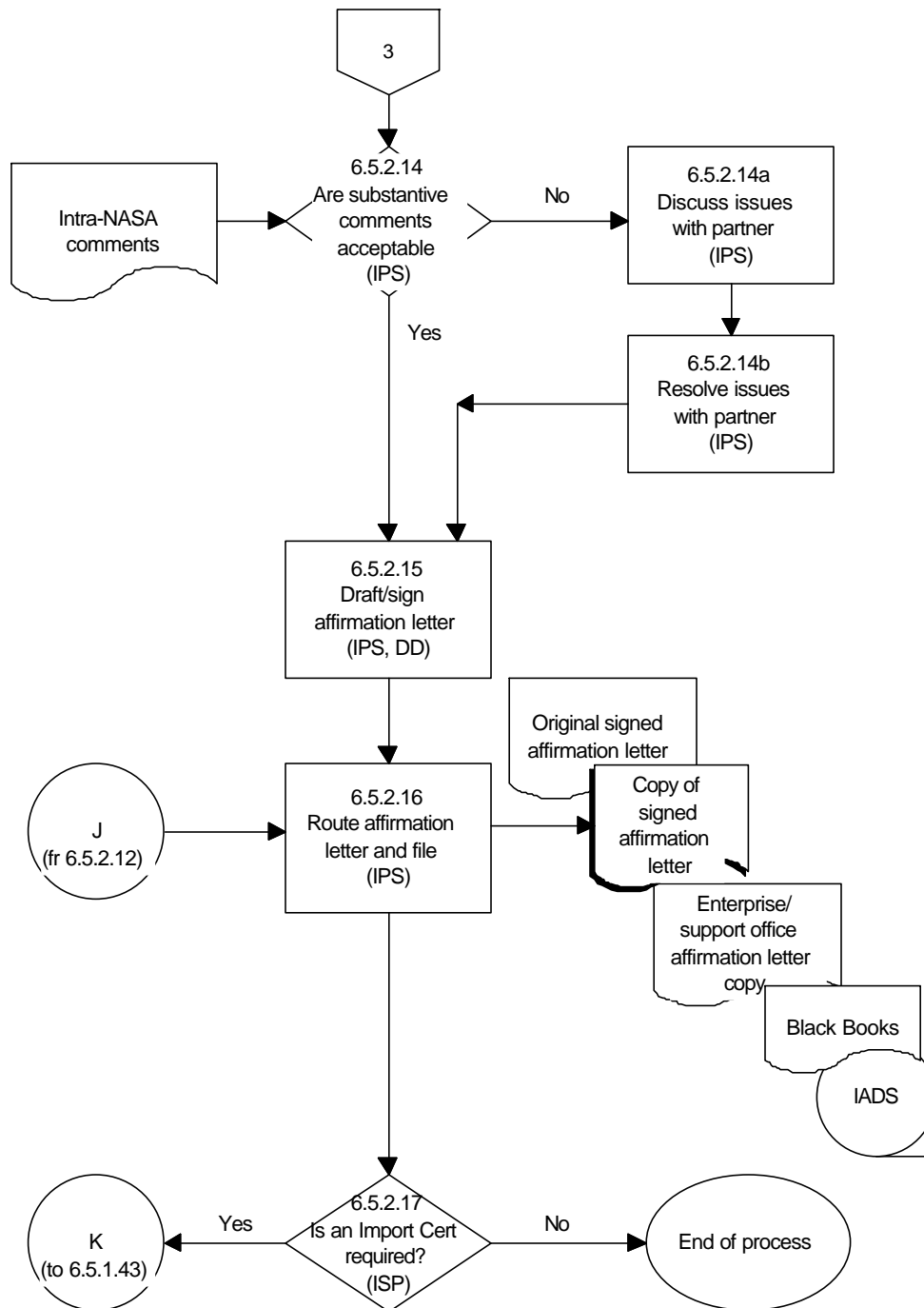
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Subject: Formulation and Approval of International Space Act Agreements

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Subject: Formulation and Approval of International Space Act Agreements

```
                              ┌──────────┐
                              │    4     │
                              └──────────┘
                                   │
                                   ▼
                              ╱─────────╲
                             ╱ 6.5.2.24  ╲        Yes      ╭──────────╮
                             ╲ Renegotiate?╱───────────────▶│    C     │
                              ╲  (IPS)   ╱                   │(to 6.5.1.14)│
                               ╲───────╱                    ╰──────────╯
                                   │ No
                                   ▼
  ╭──────────╮                ╱─────────╲
  │    E     │               ╱ 6.5.1.25  ╲       No         ╭──────────╮
  │(fr 6.5.1.21)│───────────▶╲ Is a translated╱─────────────▶│    F     │
  ╰──────────╯               ╲ SAA-M needed? ╱               │(tor 6.5.1.32)│
                              ╲  (IPS)   ╱                    ╰──────────╯
                               ╲───────╱
                                   │ Yes
                                   ▼
  ╭──────────╮            ┌──────────────┐
  │    G     │            │  6.5.1.26    │             ┌──────────┐
  │(fr 6.5.1.30)│─────────▶│  Forward     │────────────▶│  SAA-M   │
  ╰──────────╯            │ SAA-M to partner│           └──────────┘
                          │   (IPS)      │
                          └──────────────┘
                                   │
                                   ▼
  ┌──────────┐            ┌──────────────┐
  │Translated│            │  6.5.1.27    │
  │ SAA-M    │───────────▶│Receive translated│
  └──────────┘            │SAA-M from partner│
                          │   (IPS)      │
                          └──────────────┘
                                   │
                                   ▼
                          ┌──────────────┐
                          │  6.5.1.28    │          ┌──────────────┐
                          │Route translated│        │Copy of translated│
                          │SAA-M package to│────────▶│ SAA-M package │
                          │  DOS for     │          └──────────────┘
                          │ conformance  │          ┌──────────────┐
                          │  (IPS, DD)   │          │Translated SAA-M│
                          └──────────────┘          │   package    │
                                   │                └──────────────┘
                                   ▼
                              ┌──────────┐
                              │    5     │
                              └──────────┘
```

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

5

DOS comments
re: conformance

6.5.1.29
Receive DOS
comments re:
conformance
(IPS)

6.5.1.30
Any substantive
discrepancies?
(IPS)

Yes

G
(to 6.5.1.26)

No

F
(fr 6.5.1.25)

6.5.1.31
Prepare/route NHQ
117
(IPS, AA)

NHQ 117 package

"Hold copy" of NHQ
117 package

Approved NHQ 117
package

6.5.1.32
Ensure all
concurrences
provided
(IPS)

6

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Subject: Formulation and Approval of International Space Act Agreements

6

6.5.1.33
Signing ceremony?
(AA, A)

No

Yes

6.5.1.34
Arrange venue/
logistics/conduct
ceremony
(IPS)

6.5.1.36
Route final NHQ 117
package to CU
(IPS)

Final NHQ 117
package

Copy of final
NHQ 117

Original SAA-M's

6.5.1.37
Receive and review
NHQ 117
(IPS)

6.5.1.38
Mail NASA-signed
SAA-M to partner
(IPS)

NASA-signed
SAA-M

Both-parties-
signed
SAA-M

Diplomatic Note

6.5.1.39
Receive copies
signed by partner
(IPS)

Enterprise and
functional/support
office copies

Black Books

IADS

6.5.1.40
Produce, distribute
and file copies
(IPS)

6.5.1.35
Ensure all copies
signed by principals

7

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Subject: Formulation and Approval of International Space Act Agreements

7

6.5.1.41
Prepare/sign
certified copy
package and
forward to DOS
(IPS, DD)

Copy of certified
copy package

Certified copy
package

6.5.1.42
Is an Import Cert
required?
(IPS)

No → End of Process

Yes

K
(fr. 6.5.2.16)

Input from
Enterprise/
Center/JPL

6.5.1.43
Prepare and route
Import Certificate
(IPS)

Draft Import
Certificate

NASA comments

6.5.1.44
Finalize Import
Certificate
(IPS)

Finalized Import
Certtificate

Finalized Import
Certificate

6.5.1.45
Obtain DD signature
(IPS, DD)

8

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

```
        8
```

```
6.5.2.46
Route copy of
Import Certificate to       Copy of Import
Program Executive            Certificate
and file original
(IPS)                     Signed Import
                           Certificate
```

End of Process

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

b
SAA-L

Enterprise input

6.5.2.1
Draft SAA-L
(IPS)

H
(fr 6.5.2.4
or 6.5.2.7)

6.5.2.2
Route draft SAA-L
concurrence
package
(IPS)

Draft SAA-L
concurrence
package

Concurrence/
comments on
draft SAA-L
concurrence
package

Concurrence
sheet

6.5.2.3
Receive/review/
discuss/revise
(IPS)

6.5.2.4
Recirculate?
(IPS)

Yes

H
(to 6.5.2.2)

No

1

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

```
                    ┌──────┐
                    │  1   │
                    └──┐ ┌─┘
                       │
                       ▼
                     ╱   ╲
          6.5.2.5   ╱     ╲     No      ┌─────────┐
        < Route draft to partner? >───────▶│    I     │
              (IPS)  ╲     ╱               │(to 6.5.2.8)│
                      ╲   ╱                └─────────┘
                       │
                      Yes
                       ▼
        ┌──────────────┐        ┌──────────────┐
        │   6.5.2.6    │───────▶│  Draft SAA-L  │
        │  Route draft │        └──────────────┘
        │    (IPS)     │
        └──────┬───────┘
               │
               ▼
┌──────────────┐  ┌──────────────┐
│Partner comments│─▶│  6.5.2.7     │
│ on draft SAA-L │  │Receive/review/│
└──────────────┘  │discuss comments│
                   │    (IPS)     │
                   └──────┬───────┘
                          │
                          ▼
 ┌─────────┐           ╱     ╲
 │    I     │          ╱ 6.5.2.8 ╲   Yes   ┌─────────┐
 │(fr 6.5.2.5)│───────▶< Circulate for >──────▶│    H     │
 └─────────┘          ╲internal-NASA╱        │(to 6.5.2.2)│
                       ╲ review? ╱           └─────────┘
                        ╲(IPS)╱
                          │
                         No
                          ▼
                       ┌──────┐
                       │  2   │
                       └──────┘
```

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

2

6.5.2.9
Print on letterhead,
obtain DD signature,
and date
(IPS,DD)

6.5.2.10
Make copies and
route
(IPS)

Copy of signed
SAA-L

Copies of signed
SAA-L to
Enterprise and
functional/support
offices

Original signed
SAA-L to
partner

Black Books

Partner response
letter

6.5.2.11
Receive partner's
response
(IPS)

6.5.2.12
Does response
conclude SAA-L?
(IPS)

Yes

J
(to 6.5.2.16)

No

6.5.2.13
Discuss
substantive
comments
(IPS)

3

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

3

6.5.2.14
Are substantive
comments
acceptable
(IPS)

Intra-NASA
comments

No

6.5.2.14a
Discuss issues
with partner
(IPS)

Yes

6.5.2.14b
Resolve issues
with partner
(IPS)

6.5.2.15
Draft/sign
affirmation letter
(IPS, DD)

Original signed
affirmation letter

J
(fr 6.5.2.12)

6.5.2.16
Route affirmation
letter and file
(IPS)

Copy of
signed
affirmation
letter

Enterprise/
support office
affirmation letter
copy

Black Books

IADS

K
(to 6.5.1.43)

Yes

6.5.2.17
Is an Import Cert
required?
(ISP)

No

End of process

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.   Procedure

Step   Actionee   Action

6.1   IPS   Receive request (or proposal) from an Enterprise to
                            initiate an international cooperative or reimbursable
                            activity (includes such things as directions from the
                            Administrator through the Enterprise, Announcements
                            of Opportunity, and NASA Research Announcements).

6.2   IPS   Review request for proposed activity to determine if
                            action from Code I is appropriate. Review the proposed
                            cooperation in terms of: conformance to U.S. foreign
                            policy, NASA policies and strategic plans; the necessity
                            of having a Space Act Agreement (SAA) in force in
                            order to undertake the proposed activity; previously-
                            established SAA's in the same field of cooperative
                            research/activity; and the lack of any existing SAA that
                            could cover the proposed activity. If the proposed
                            activity does not conform to U.S. and NASA policies
                            and plans or the proposed activity involves the
                            exchange of general, public information, go to 6.3.
                            Advice is provided through verbal or other form of
                            communication, depending on factors such as
                            sensitivity and time. If an SAA is required but no SAA
                            currently exists to cover the scope of the proposed
                            activity, go to 6.4. If an SAA exists that covers the
                            nature and activity of the proposed cooperation, go to
                            6.6.

6.3   IPS   Inform the Enterprise that no SAA will be drafted. The
                            decision is based on the nature of the proposed activity;
                            either the proposed activity is to involve information that
                            is already available to the general public or the
                            proposed cooperative activity is inconsistent with U.S.
                            and NASA policies and strategic plans.

6.4   IPS   Inform the Enterprise that an SAA will need to be
                            drafted.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.5	IPS	Determine if the proposed activity is significant, and thus requires an agreement that is subject to the Case-Zablocki Act, such as an MOU, amendment to an existing MOU, or other type of significant agreement (see NPG 1050.1, section 3.2). If yes, go to **a**, SAA-M, 6.5.1.1. If no, go to **b**, SAA-L, 6.5.2.1.
6.6	IPS	Inform the Enterprise that an SAA currently exists and is in force which will cover the proposed activity.

SAA-M

6.5.1.1	IPS	Determine if time or other factors warrant the development/conclusion of a interim LOA which would allow the collaboration to begin until the SAA-M is established. If no, go to 6.5.1.2. If yes, discuss with DD and if approved, go to 6.5.2.1, SAA-L.
6.5.1.2	IPS	After obtaining necessary technical/budgetary informational input, draft SAA-M. Information usually is obtained from several sources, including the Enterprise, NASA Center/or the Jet Propulsion Laboratory (JPL), potential partner, and existing materials such as NPG 1050.1. Information in the MOU will conform with NPD 1050.1.
6.5.1.3	IPS	Circulate the draft technical description, or the draft SAA-M, within NASA -- NASA Enterprise, NASA Center/JPL, and support offices (e.g., Codes G, ID, B, and CU), for review and comment.
6.5.1.4	IPS	Receive feedback, review comments, discuss with NASA offices affected by/involved in the agreement process, and revise the draft as necessary.
6.5.1.5	IPS	After ensuring that all comments have been addressed and incorporated into the draft, should the revised draft be re-circulated for further NASA review? If yes, go to 6.5.1.3. If no, go to 6.5.1.6.
6.5.1.6	IPS	Provide only the written technical description, not the draft SAA-M to partner to ensure that the overall scope of the cooperation is understood.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.5.1.7	IPS	Review partner comments, discuss with partner and internal NASA entities affected by/involved in the agreement process, and revise extracted language and draft text as necessary.
6.5.1.8	IPS	Does the draft text accurately reflect the proposed collaboration and is re-circulation within NASA necessary? If no, go to 6.5.1.9. If yes, go to 6.5.1.3.
6.5.1.9	IPS	Prepare and route a C-175 package for concurrence. This package consists of a transmittal memo with a concurrence sheet for those offices affected by/involved in the agreement process, and a final draft SAA-M. The transmittal memo, addressed to the DOS, requests the authority to negotiate and conclude, or to negotiate, the SAA-M. (This authority is granted after the draft SAA is reviewed interagency by relevant Federal agencies under the Department of State Circular No. 175 (C-175) process.) If applicable, enclose a draft Diplomatic Note.
6.5.1.10	IPS	After receiving approval of the C-175 package, ensure that all NASA concurrences are reflected on the C-175 concurrence sheet. Then, recommend that DD sign transmittal memo.
	DD	DD signs transmittal memo.
6.5.1.11	IPS	Route the C-175 package to the DOS. File a copy, with the C-175 Concurrence sheet containing original signatures (see 6.5.1.10), in the official file as a quality record. Send an advance copy of the SAA-M to CU.
6.5.1.12	IPS	Receive and review any DOS comments/approval on the C-175 package and CU comments on the SAA-M; discuss comments with NASA entities; incorporate changes into draft SAA-M as necessary. File the DOS comments, a quality record, in the official file.
6.5.1.13	IPS	Determine if acceptance/rejection of DOS requires re-circulation of draft SAA-M to DOS. If "Authority to Negotiate," or 'Authority to Negotiate and Conclude" was provided by DOS, no re-circulation is necessary, go to 6.5.1.14. If draft SAA-M needs to be re-circulated to DOS, go to 6.5.1.9.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.5.1.14	IPS	Provide the SAA-M to the prospective partner.
6.5.1.15	IPS	Negotiate, with support from NASA entities, the SAA-M text with the prospective partner.
6.5.1.16	IPS	Based on the negotiations, does the SAA-M text need to be revised? If yes (revisions are needed), go to 6.5.1.17. If no, i.e. NASA and the partner reach consensus on the text and no further revisions are required, go to 6.5.1.20.
6.5.1.17	IPS	Forward proposed changes to the SAA-M to relevant NASA offices (e.g., Enterprise(s)/NASA Centers/JPL, Code G) for review.
6.5.1.18	IPS	Receive comments from NASA offices and revise SAA-M.
6.5.1.19	IPS	Based on NASA comments, determine if any text revisions are sufficiently substantive to require further partner review/comment. If yes, send revised draft to partner and go to 6.5.1.14. If no, go to 6.5.1.20.
6.5.1.20	IPS	Reach ad referendum agreement with foreign partner on text of the SAA-M and determine whether "alternat" format will be used.
6.5.1.21	IPS	Does the SAA-M need to be re-circulated to DOS? If yes, go to 6.5.1.22. If no, go to 6.5.1.25.
6.5.1.22	IPS	Prepare, and route a re-circulation package to DOS. This package consists of a cover memo and the revised SSA-M text. After signature, file a copy of this quality record in the official file.
	DD	DD signs memo.
6.5.1.23	IPS	Receive and review DOS response to re-circulation package. File this quality record in the official file.
6.5.1.24	IPS	Renegotiate the SAA-M text with partner? If yes, go to 6.5.1.14. If no, go to 6.5.1.25.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.5.1.25	IPS	Does the text of the SAA-M need to be translated prior to signature? If yes, go to 6.5.1.26. If no, go to 6.5.1.31.
6.5.1.26	IPS	Forward the SAA-M to partner for translation and request that two translated copies be prepared.
6.5.1.27	IPS	Receive two copies of SAA translated by partner into partner's native language.
6.5.1.28	IPS	Route a translated SAA-M package to DOS for language conformance (review and certification). This package consists of a cover memo, a SAA-M foreign language text, and a SAA-M English-language text. After cover memo signature, file a copy of this package in the official file as a quality record.
	DD	DD signs cover memo
6.5.1.29	IPS	Receive DOS comments regarding conformance of SAA-M text language. File this quality record in the official file.
6.5.1.30	IPS	Are any of the discrepancies substantive in nature? If yes, go to 6.5.1.26. If no, go to 6.5.1.31.
6.5.1.31	IPS	Prepare Form NHQ 117 and route for AA concurrence. File a "hold copy." Route an advance, English-language copy of the SAA-M to CU.
	AA	AA signs NHQ 117.
6.5.1.32	IPS	Receive/review NHQ 117 concurrence package to ensure all concurrences are provided.
6.5.1.33	IPS	Will the document be signed at a signing ceremony? If yes, go to 6.5.1.34. If no, go to 6.5.1.36.
6.5.1.34	IPS	Select venue for signing ceremony. Arrange signing ceremony logistics including folders, pens, treaty paper, flags, photographer, presentation items (if needed).
6.5.1.35	IPS	Ensure that the Parties sign all copies of the SAA-M. Go to 6.5.1.40.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.5.1.36	IPS	Route final NHQ 117 package to CU for Administrator's signature. This package consists of the NHQ 117 sheet, two copies of English-language text of the SAA-M (and two translated copies, using "alternat" format, if so agreed with the partner).
6.5.1.37	IPS	Receive a copy of final NHQ 117 from CU, with the original SAA-M's, and ensure that the Administrator has signed all copies. The NHQ 117 copy is a quality record and is filed in the official file.
6.5.1.38	IPS	Mail NASA-signed SAA-M (two English and two translated copies) to partner for its signature. Ask partner to sign all four copies and send an English and translated version of the SAA-M back to NASA. (Note: If "alternat" format is used, the official NASA copy has the U.S. signature block on the left.)
6.5.1.39	IPS	Receive both-parties-signed original SAA-M and ensure that Administrator and partner signatures are affixed. If applicable, receive a copy of the implemented Diplomatic Note from DOS. The signed SAA-M and copy of the Diplomatic Note are quality records and are filed in the SAA-M file.
6.5.1.40	IPS	Produce SAA-M and any Diplomatic Note copies and distribute copies to the Enterprise and functional/support offices. Produce an International Agreement Data Base (IADS) Entry Sheet or input directly into IADS. Place a copy in the Black Books.
6.5.1.41	IPS	Prepare a certified copy package and forward it to DOS. This package consists of a transmittal memo, a summary statement which provides an explanation of the agreement, background information on the negotiations and the effect of the agreement and the legal authority for the agreement, and a copy of the SAA-M. File a copy of the certified copy package in the official file
	DD	DD signs the transmittal memo.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.5.1.42	IPS	Does the proposed activity require an Import Certificate? If yes, go to 6.5.1.43. If no, end of process.
6.5.1.43	IPS	Receive input from Enterprise and/or NASA Center/JPL and prepare Import Certificate. Forward draft Import Certificate to NASA offices for review/comment. Obtain concurrence of Codes GS and ID.
6.5.1.44	IPS	Revise Import Certificate based upon feedback from NASA offices and finalize for signature.
6.5.1.45	IPS	Recommend that the DD sign the Import Certificate. After signature, file this quality record in the official file
	DD	DD signs Import Certificate.
6.5.1.46	IPS	Route a copy of the signed Import Certificate to the relevant program executive/manager and file the original, a quality record, in the official file.

SAA-L

6.5.2.1	IPS	Receive technical input from Enterprise, program office, NASA Center/JPL and draft SAA-L (also referred to as a Letter of Agreement or LOA; or Letter of Agreement amendment or LOA amendment).
6.5.2.2	IPS	Route draft SAA-L concurrence package for internal review and concurrence. This package consists of the draft SAA-L and the concurrence sheet. If a reimbursable activity, include Code B.
6.5.2.3	IPS	Receive comments and signed concurrence sheet from reviewing NASA officials. Revise draft SAA-L as necessary. File the concurrence sheet, a quality record, in the official file (with the SAA-L copy - see 6.5.2.10).
6.5.2.4	IPS	Based on the nature and scope of revisions proposed by NASA reviewing officials, does the draft need to be re-circulated for further intra-NASA review? If yes, go to 6.5.2.2. If no, go to 6.5.2.5.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.5.2.5	IPS	Determine if an advance copy of the draft SAA-L should be routed to the partner for review. If yes, go to 6.5.2.6. If no, go to 6.5.2.8.
6.5.2.6	IPS	After receiving from the partner its comments on the SAA-L, review proposed change(s) and consult with relevant NASA offices about the acceptability of the proposed change(s).
6.5.2.7	IPS	Receive and review comments.
6.5.2.8	IPS	Based on the nature and scope of partner comments, does the draft need to be re-circulated for further intra-NASA review? If yes, go to 6.5.2.2. If no, go to 6.5.2.9.
6.5.2.9	IPS	Print the SAA-L on letterhead and recommend signature by DD; date stamp following signature.
	DD	DD signs SAA-L.
6.5.2.10	IPS	Produce copies, send the original signed SAA-L to partner and distribute copies to relevant NASA offices. File a copy, a quality record, (with the original concurrence sheet - see 6.5.2.3) in the official file. File a copy in the Black Books.
6.5.2.11	IPS	Receive and review partner's response letter to the NASA-signed SAA-L. File this quality record in the official file.
6.5.2.12	IPS	Does the partner's response conclude the SAA-L? If yes, go to 6.5.2.16. If no, go to 6.5.2.13.
6.5.2.13	IPS	Discuss substantive comments with NASA offices affected by/involved in the agreement process.
6.5.2.14	IPS	Receive comments from NASA offices affected by/involved in the agreement process. Are the substantive comments acceptable? If no, go to 6.5.2.14a. If yes, go to 6.5.2.15.
6.5.2.15	IPS	Draft affirmation letter.
	DD	DD signs affirmation letter

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

6.5.2.16   IPS   Send the original, signed affirmation letter to the
                        partner. Route copies of signed affirmation letter to
                        NASA offices (if reimbursable, include Code B for billing
                        purposes). File a copy of the affirmation letter, a quality
                        record, in the official file, and enter data on the IADS
                        Entry Sheet or directly into IADS. File a copy in the
                        Black Books.

6.5.2.17   IPS   Does the proposed activity require an Import
                        Certification? If yes, go to K (6.5.1.43). If no, end of
                        process.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

7. Quality Records

Record ID	Owner	Location	Media	Schedule Number and Item Number	Retention Disposition
SAA-M's:					
C-175 Concurrence sheet (6.5.1.10)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule#1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.
Copy of C-175 package (6.5.1.11)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule#1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.
DOS comments/ approval on C-175 package (6.5.1.12)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule#1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.
Copy of re-circulation package (6.5.1.22)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule#1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.
DOS response to re-circulation package (6.5.1.23)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule#1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.
Copy of translated SAA-M package (6.5.1.28)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule#1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.
DOS comments re: conformance (6.5.1.29)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule#1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

7.   Quality Records (continued)

Record ID	Owner	Location	Media	Schedule Number and Item Number	Retention Disposition
SAA-M (continued)					
Copy of final NHQ 117 (6.5.1.37)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule#1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.
Both-parties-signed SAA-M (6.5.1.39)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#6	Permanent; retire custody of NASA archivist or historian. They will transfer to NARA when no longer needed to prepare NASA histories or when 10 years old, whichever is sooner.
Diplomatic Note (if needed) (6.5.1.39)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#6	Permanent; retire custody of NASA archivist or historian. They will transfer to NARA when no longer needed to prepare NASA histories or when 10 years old, whichever is sooner.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

7.   Quality Records (continued)

Record ID	Owner	Location	Media	Schedule Number and Item Number	Retention Disposition
SAA-M (continued)					
Copy of certified copy package (6.5.1.41)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#6	Permanent; retire custody of NASA archivist or historian. They will transfer to NARA when no longer needed to prepare NASA histories or when 10 years old, whichever is sooner.
Signed Import Certificate (if required) (6.5.1.45)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.

Responsible Office: Code IS/Space Science and Aeronautics Division
Subject: Formulation and Approval of International Space Act Agreements

7.   Quality Records (continued)

Record ID	Owner	Location	Media	Schedule Number and Item Number	Retention Disposition
SAA-L's:					
Concurrence sheet (6.5.2.3)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#6	Permanent; retire to custody of NASA archivist who will transmit to NARA when no longer needed.
Copy of signed SAA-L (6.5.2.10)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#6	Permanent; retire to custody of NASA archivist who will transmit to NARA when no longer needed.
Partner response letter (6.5.2.11)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#6	Permanent; retire to custody of NASA archivist who will transmit to NARA when no longer needed.
Copy of signed affirmation letter (6.5.2.16)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#6	Permanent; retire to custody of NASA archivist who will transmit to NARA when no longer needed.
Signed Import Certificate (if required) (6.5.1.45)	Code I	Code I	Hardcopy	NPG 1441.1B Schedule #1 UFI#34	Permanent; Transfer to NARA when activity ceases, or when 30 years old.